



## PR/118509 | Sales & Customer Success

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントイギリス

#### 求人ID

1584357

#### 業種

不動産仲介・管理

#### 雇用形態

正社員

#### 勤務地

イギリス

#### 給与

経験考慮の上、応相談

#### 更新日

2026年03月31日 10:26

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ネイティブ

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### Job Overview

A Japanese real estate agency is seeking a **Lettings Sales Executive (with Customer Support responsibilities)**. This position allows you to leverage your corporate sales experience while also engaging in operational tasks such as property viewings and move-in coordination.

#### Salary

Annual salary: **£25,000**

#### Employment Type

Full-time, permanent

**Working Hours**

09:00–17:00

Five days per week (Monday–Saturday)

**Location**

Central London

**Job Responsibilities Sales & Account Management**

- Respond to enquiries from clients seeking rental properties (corporate and individual) via phone and email
- Conduct needs assessments and propose suitable properties
- Arrange property introductions and viewing schedules
- Build relationships with landlords to secure new property listings
- Negotiate with landlords and provide regular updates on property status

**Customer Support & Operations**

- Support reference checks and preparation of necessary documents for tenancy agreements
- Coordinate move-in arrangements (key handover, move-in setup, etc.)
- Provide ongoing tenant support during the tenancy period, including issue resolution and general enquiries
- Take property photos and assist with marketing materials

**Administrative & System Tasks**

- Input and manage client information in internal systems
- Prepare various documents and handle administrative tasks

**Requirements**

- Corporate sales experience or new business development experience (intangible products welcome)
- Interest in customer support and client-facing operations
- Basic IT skills (Excel, Word, PowerPoint)
- Strong communication skills
- Ability to work proactively and independently

**Language Skills**

- English: Business level
- Japanese : Fluent

#LI-JACUK #KK

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明